

9/1/16

Bulletin No. 16-30

P-2360

P-2360 Transporting Reach Up Clients

A. Use of Personal Vehicles to Transport Clients

- a. Case Managers are not required to transport participants, and are encouraged to utilize other forms of transportation including Ready to Go, transportation authorizations, and mileage reimbursement as appropriate.
- b. Case Managers who choose to transport participants in their personal vehicle must have appropriate insurance of at least 100/300 for liability. Transporting clients is restricted to conducting State business and when the transport of the individual is related to business activities of the Department, i.e. pursuing a goal on the individual's Family Development Plan.

B. Use of Fleet Vehicles to Transport Clients

- a. Case Managers who choose not to transport participants in their personal vehicles are allowed to request the use of a Fleet Vehicle by using the Fleet Management Services Reservation Request: http://bgs.vermont.gov/business_services/fleet/forms/reservations.
- b. Vehicles owned by the State used to conduct official State business would allow for the transport of clients related to those business activities, again pursuing a goal on the individual's Family Development Plan.

C. Transporting Clients' Children

Children may be transported in a case manager's personal vehicle or fleet vehicle, pursuant to the above guidelines, if the child is in a child safety restraint system that meets the following criteria of 23 V.S.A. §1258(a):

1. all children under the age of one, and all children weighing less than 20 pounds, regardless of age, shall be restrained in a rear-facing position, properly secured in a federally approved child passenger restraining system, which shall not be installed in front of an active air bag;
2. a child weighing more than 20 pounds, and who is one year of age or older and under the age of eight years, shall be restrained in a child passenger restraining system; and
3. a child eight through 17 years of age shall be restrained in a safety belt system or a child passenger restraining system.